



**Meeting Date:** May 29, 2025

**Agenda Type:** Consent Items for Action

**From:** Jeff Morriss  
Substations Manager

**Reviewed by:** Justin Green  
Director of Electric Services and Compliance

**Submitted by:** Mark Steelman  
Chief Operations Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** Authorize the CEO or His Designee to Negotiate and Execute a First Amendment to the Professional Services Agreement with Schneider Engineering, LLC for Substation and Transmission Engineering Services

## **BACKGROUND**

On August 31, 2023, New Braunfels Utilities (“NBU”) Board of Trustees approved a Professional Services Agreement (the “Agreement”) with Schneider Engineering, LLC (“Schneider Engineering”) for Substation and Transmission Engineering Services including engineering coordination, engineering design, plans and drawings, materials procurement support, construction coordination, construction bidding support, and construction contracting support services (the “Services”).

The key components of the Agreement include engineering services for (i) three (3) feeder breaker additions and upgrades at the Comal and Freiheit Substations, (ii) construction of the new Hueco Springs Substation, (iii) upgrades and additions to the feeder breaker bays and a new control house at the Freiheit Substation, (iv) one (1) power transformer replacement and feeder breaker addition at the Comal Substation, (v) construction of the new Kohlenberg Substation, (vi) transmission bus reconfiguration and five (5) breaker upgrades at the Henne Substation, (vii) replacement of legacy feeder breakers and reconfiguration of the feeder breaker bays at the Hortontown Substation, (viii) one (1) power transformer replacement at the GPI Substation, (ix) replacement of aging substation and transmission infrastructure, and (x) improvements to NBU’s transmission rights of way and wildlife protection upgrades (the “Projects”).

When the Agreement was originally executed, the scope, schedule, and cost for the Projects only accounted for work proposed within NBU’s Fiscal Year 2024. While many of the Services were completed during that timeframe, some remain outstanding. The additions to the scope, schedule, and cost outlined below were not intended to be completed within a single fiscal year. NBU staff seeks approval to amend the Agreement to include all remaining Services necessary to complete the remainder of the Projects.

NBU staff requests that the Board of Trustees approve the First Amendment to the Professional Services Agreement (“First Amendment ”), which includes additional engineering services that expand the scope originally contemplated to be completed in NBU’s Fiscal Year 2024 through completion of (i) the new Hueco Springs Substation, (ii) upgrades and additions to the feeder breaker bays and a new control house at the Freiheit Substation, (iii) construction of the new Kohlenberg Substation, (iv) transmission bus reconfiguration and five (5) breaker upgrades at the Henne Substation, (v) additional compensation for the new services, (vi) an extension of the time to complete the services under the Agreement, and (vii) an allowance for supplemental services that may be used to cover unforeseen expenses discovered while the Projects are underway. These requests require additional services by Schneider Engineering and are beyond the original scope of the Agreement.

This item is being presented to the Board because it modifies the Agreement beyond the parameters the Board previously approved.

### **FINANCIAL IMPACT**

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The total amount for the First Amendment is \$999,091.00, which includes \$130,316.00 in allowance for supplemental services. The total contract amount for the Agreement and the First Amendment with Schneider Engineering for the Project is \$1,911,091.00. The Projects are budgeted within the Fiscal Year 2023 through Fiscal Year 2028 NBU Board approved Capital Improvements Projects Budget.

### **LINK TO STRATEGIC PLAN**

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### **Infrastructure and Technology**

### **EXHIBITS**

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1. First Amendment to the Professional Services Agreement with Schneider Engineering